

Altar Server

Being an altar server is a very important ministry of both prayer and service. Those participating in this ministry must have a fervent faith and active membership in St. Mark the Evangelist parish.

Altar servers assist the priest and deacon at the altar during Mass and at other liturgical functions.

Altar servers should have sufficient competency and temperament to undertake this ministry with grace, respect and discretion.

Altar Linens

Our members are at work year round preparing for each Liturgical Service. The altar cloths and linens are cleaned and prepared for each celebration according to the Liturgical Calendar.

The cloths used by the celebrants, the purificators and corporals, are washed and ironed weekly.

The joy of serving the Lord in this ministry never ends. It only requires good will and loving hands.

Extraordinary Ministers of Holy Communion

An Extraordinary Minister of Holy Communion is a lay person commissioned for this service by their pastor and by the Bishop of the Diocese.

Preparation for this ministry includes:

- Formal education through the Diocesan Office of the Liturgy upon the recommendation of the pastor.
- Parish instruction as to local customs and responsibilities
- Formal commissioning and blessing at a parish liturgy, to distribute the Eucharist from the altar only
- The Mandate to distribute Holy Communion at Sunday and week-day Masses in the Church is for two years to the nearest First Sunday of Advent.
- On-going education is strongly encouraged on a local level or available from the Diocese
- Renewal of the mandate / recertification occurs after attendance at a Morning of Reflection. The pastor re-submits names to the Office of Liturgy after consultation with the minister of the Eucharist. A renewal mandate is for two years.
- If the person is transferring from another diocese the pastor submits the name with a copy of the original mandate, if possible, or a letter from the former pastor. Orlando diocesan training may be required.

Ministry to the Sick, Hospitals, Nursing Homes or Shut-ins

Ministry to the Sick is a pastoral ministry of caring for those people hospitalized, in nursing homes, or confined to private homes. This ministry is provided by trained and certified lay men and women, ordained deacons, vowed religious sisters and brothers, and priests within the Diocese of Orlando. These ministers are trained and developed to conduct a pastoral visit with time to listen to and pray about the concerns of the sick or shut-in person and to share Eucharist with them.

The Office for Lay Ministry Development coordinates this ministry in the Diocese, provides initial certification training and continued education programs to maintain ongoing development of ministers. The office maintains an updated database of certified ministers for the diocese. Each parish in the diocese has a coordinator who is responsible for the day to day operation of the ministry. A deanery representative, selected from among the parish Coordinators, assists our office in coordinating these programs for all the parishes in their deanery.

These candidates can apply on the recommendation of the pastor and the parish coordinator of the ministers to the sick. They must first, however, be mandated as Extraordinary Ministers of Holy Communion by the Diocesan Office of the Liturgy.

In accordance with Diocesan policy, all candidates for this ministry must complete the criminal background and finger print check through FDLE (Florida Department of Law Enforcement).

Ministry to the Sick and Shut-Ins is a service offered to people at vulnerable and painful times in their lives. The person who serves the sick and shut-ins needs to have specific qualities and gifts namely:

- A listening presence
- Compassion and empathy
- A non-judgmental attitude
- Confidentiality
- Commitment and follow-through
- Prayerfulness

- Gentleness of manner
- Commitment to continuous training and spiritual development

Certification and Re-Certification

Because Ministers to the Sick represent the Church and serve as its evangelists, it is necessary that they be trained and developed for this responsibility. The Diocesan MTS certification is obtained after completion of the 2 day basic MTS

training and 1 day Eucharistic Ministry training workshops. These are offered throughout the year at different parishes.

The pastor or MTS coordinator recommends those ministers to be trained and certified. Ministers to the Sick must complete eighteen hours of educational development and the other nine hours should be toward spiritual development.

Music Ministry

Enrich your life and ours with musical prayer. Each time we sing with the assembly we are exercising a ministry of music at St. Mark.

Some members of the community, however, are recognized for the special gifts they exhibit in leading the musical praise and thanksgiving of Christian assemblies. These are pastoral musicians, whose ministry is especially cherished by the Church.

Our ministry includes the following:

- Cantors:
 - The role and ministry of a Cantor includes a number of things...
 - Lead moments of worship with solo song
 - Share in proclaiming the Word of God, particularly as psalmist in the Liturgy of the Word
 - Teach the assembly its songs, refrains and acclamations
 - Animate the sung worship of the assembly
- Choir:
 - The choir usually sings for the 10:00 A.M. Sunday Liturgy. It also sings for special occasions such as Christmas and Holy Week Liturgies.
- Ensemble:
 - The Ensemble is a small group of singers and instrumentalists who lead the assembly at the 4:00 P.M. Saturday Liturgy.
 - The Ensemble also plays and sings for special occasions such as Christmas, Holy Week and penance services.
- Instrumentalists:
 - The contributions of instrumentalists is important both in accompanying the singing and in playing solo pieces.
 - Song achieves its vitality from the rhythm and harmony of its accompaniment
 - Instrumental music helps the assembly to rejoice, to weep, to be of one mind and to provide a milieu for prayer.

Choir rehearsals are from 6:30 - 8:30 P.M. on Thursday evenings in the Parish Hall.

Ensemble rehearsals are on Tuesday evenings from 7:00 – 9:00 P.M.

Readers of the Word of God

We provide training on the procedures utilized in our parish and offer resources to enhance your understanding of the readings.

Readers are assigned for the following rites:

- Masses Monday through Friday at 7:00 and 9:00 A.M. and Saturday at 8:30 A.M.
- Week-end Masses Saturday and Sunday
- Funeral Masses is requested to do so

Sacristans

The duties of the Sacristan are varied and diverse. They prepare the church for the celebration of masses and set up for other Liturgical Celebrations.

This includes the following:

- The set up for Mass includes choosing the correct chalice for the celebrant and selecting the correct number of ciboria for the hosts
- Selecting the correct goblets for wine and appropriate cloths to be used
- Set up for funerals and benediction

At the conclusion of the Mass or Liturgical Celebration the Sacristan does the clean up. Each month a schedule of masses is prepared with a sacristan assigned for the Mass.

Before anyone is scheduled to work on their own, they will work with an existing sacristan until they feel they are ready to be on their own. They are also provided with a written set of step by step instructions.